

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: December 12, 2019 LEAVE ACCOUNTING LETTER #19-009

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Marissa Revelino, Chief  
Personnel and Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources' HR Manual, Section 2111, the State Controller's Office (SCO) will post 2019 Holiday Informal Time Off (HI) hours in CLAS for all full-time and part-time employees, with the exception of the following:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), BU 3 employees
- Department of Education, Special Schools academic teachers
- Employees currently on a temporary separation

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run December 30, 2019. If an elected official does not approve the Holiday Informal Time Off for their department, please notify the State Controller's Office's Leave Accounting Liaison by December 30, 2019 at (916) 327-0756.

Intermittent employees are **not** included in the CLAS automated process due to the timing of the process. Intermittent employees earn HI hours based on the total number of hours worked during December 2019. Departments should key an HI05 transaction to the preloaded Time and Attendance batches in PIP for the December 2019 leave period at the same time the Regular pay is being keyed.

HI hours will post regardless of dock status in the December Pay Period. If an employee works less than half the month, the earn transaction posted on December 30, 2019, will need to be voided and reposted with the correct amount of HI hours according to the chart in the California Department of Human Resources' HR Manual, Section 2111.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, Agencies can contact the Statewide Tax Support Program (STSP) – [PPSDtaxsupport@sco.ca.gov](mailto:PPSDtaxsupport@sco.ca.gov), Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov), or Escalation Email Inbox (HR Supervisors and Managers) – [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov).

MR:SAL:CLAS